

CLASS TITLE:

**ASSISTANT EMERGENCY
MANAGEMENT AGENCY
COMMUNICATIONS OFFICER**

Class Code: 02715000

Pay Grade: 18A

EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Provides assistance to the Emergency Management Communications Officer, or designee, to maintain, plan and implement statewide programs designed to provide emergency communications and warning to local communities and to manage computer operations and network installation with the RIEMA; to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Emergency Management Communications Officer of the Emergency Management Agency, or designee with a wide latitude for the exercise of independent judgement; work is performed in conformance with FEMA/State Cooperative Agreement Objectives (or its successor programs).

SUPERVISION EXERCISED: As required, implement the development of objectives and priorities for communications within the Rhode Island Emergency Management Agency and local communities.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in the development and implementation of emergency management programs, as assigned, in the four major areas of emergency management, Mitigation, Preparedness, Response and Recovery.

To provide technical assistance in planning and implementation of statewide programs designed to provide emergency communications and warning systems.

To assist in the operation, maintenance, installation and testing of the Civil Defense State Radio System which may include two way radios, selective calling and digital data equipment.

To assist local communities with their planning and implementation of communications and warning systems.

To operate, test and maintain the Rhode Island Emergency Alert System (EAS) which may include telephone, teletypewriter, radio wire and other associate services.

To update, collect and keep current all data relative to state communications, warning and EAS systems.

To assist in the implementation of Federal Action Program of designing, constructing, procuring, installing and evaluating a prototype communications system for emergency management.

To perform maintenance and repair work necessary for the operation of the complex communications systems network.

To assist in the preparation of project applications for federal funds that will provide for the expansion of emergency communications and warning facilities.

To monitor and test the state extension of the National Warning Systems (NAWAS).

To assist in administering policies and practices governing the operation of complex national, state and local warning systems.

Management of computer operations, computer network installation and the Novell network system.

Install and maintain RIEMA telephone system and install all necessary telephone and computer network cable.

To be able to support emergency operations during a natural or man made disaster situation.

To be available to travel to meetings, conferences and training classes both in state and out of state as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the design, maintenance and testing of complex electronic communications and computer systems including two-way radio, amateur radio, television equipment and facsimile equipment; the ability to operate, repair, install and maintain specific communication equipment common to emergency management preparedness alerting systems; a working knowledge of the Federal Communications Commission rules and regulations relating to such communications; a working knowledge of the principles of electricity and electronics; a knowledge of the Civil Defense State Radio System; a working knowledge of the FEMA National Radio System, the FEMA LAN Teletypewriter System and the National Warning System; a working knowledge of the operations of the Rhode Island Civil Defense Communications System and the Rhode Island Emergency Communications Plan; the ability to gather and correlate information on matters relating to telecommunications and warning; and related capacities and abilities and a valid drivers license.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school or technical school; and

Experience: Such as may have been gained through: employment in a position that involved telecommunications handling and procedures.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: May be required to possess a current and valid Amateur Radio License as issued by the Federal Communications Commission and must maintain such licensure as a condition of employment and a drivers license. May be required to have National Security Clearance, specialty licenses or certifications as required by assigned programs.

Class Created: June 7, 1998

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